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Assistant Deputy Director for Administration

28 July 1951

Comptroller

Request by Medical Office for Budget Increase for X-Ray Equipment

1. Reference is made to memorandum dated 25 July 1951 to Projects Review Committee from Chief, Medical Staff, requesting an increase of \$7,500 in the Medical Office budget for fiscal year 1952 for the purchase and installation of a Photo Roentgen (X-ray) unit, and to your buckslip requesting comment re availability of funds.
2. I have reviewed the request and find that no specific provision was included in the 1952 budget estimates for this purpose. We are requested annually to submit to the Bureau of the Budget in connection with the Agency budget estimates a detailed exhibit "Statement of Health Program Requirements" relative to the cost of Agency medical services which includes information regarding cost of supplies and equipment. In the past, the Bureau of the Budget has examined the CIA statement with great care and has criticized the high medical expenses of the Agency compared with medical costs in other governmental establishments.
3. In light of the close review by the Bureau of the Budget of CIA medical expenses and the fact that the subject purchase will be reflected in the "Statement of Health Program Requirements" in connection with the 1953 budget submission, it seems desirable, before approval is given for the increase, that a more detailed explanation of the need be secured from the Medical Office to assure that the purchase can be readily substantiated later if questioned by the Budget Bureau.
4. If you concur, such a justification should expand paragraphs 2, 3 and 4 of the Medical Office memorandum providing necessary factual information as to why present equipment is inadequate and demonstrating need for the proposed equipment by use of available data regarding work load, backlogs, delays in making examinations, etc.

E. R. SAUNDERS

EBW/HAV:hmc

Signer's Copy

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